



# Coquille Indian Housing Authority

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2678 Mexeye Loop • Coos Bay, OR 97420

## POSITION DESCRIPTION

### Commissioner

#### GENERAL STATEMENT OF DUTIES

- Determining the Housing Authority's Mission and Purpose: It is the Board's responsibility to create a statement of mission and purpose, and to review it periodically for accuracy and validity. This statement should set out the Housing Authority's goals, means, and primary constituents served. Each Commissioner should fully understand and support it.
- Selecting and Evaluating Executive Management: It is the Board's responsibility to select the Executive Director and to review the work of that individual. The Board must also ensure that the Executive Director, who has responsibility for the administration of the Housing Authority, receives the moral and professional support he or she needs to further the Housing Authority's goals.
- Ensuring Effective Organizational Planning: As steward of the Housing Authority, the Board participates with staff in an overall planning process and assists in implementing the plan's goals. The Board should help management to develop business plans, policy objectives, business strategies, and priorities when needed.
- Ensuring Adequate Resources: One of the Board's foremost responsibilities is to provide adequate resources for the Housing Authority to fulfill its mission. The Board should work in partnership with the Executive Director to explore and pursue appropriate options.
- Managing Resources Effectively: The Board reviews and approves an annual plan and budget, ensuring that proper financial controls are in place.
- Determining, Monitoring, and Strengthening the Housing Authority's Programs and Services: The Board's role in this area is to determine which programs are the most consistent with the Housing Authority's mission, monitor their effectiveness, and ensure compliance with the funder's (i.e. HUD, the Tribe, or other grantors) guidelines and regulations. By reviewing the Housing Authority's activities, the Board ensures the organization's capacity to carry out its programs.
- Ensuring Legal and Ethical Integrity and Maintaining Accountability: The Board is responsible for ensuring adherence to legal and ethical standards. The Board must establish and review pertinent guidelines, and adhere to provisions of the Tribal ordinance and Housing Authority bylaws governing its activities. Board members are fiduciaries and have a fiduciary responsibility to act in the best interests of the Housing Authority, rather than for personal benefit.
- Enhancing the Housing Authority's Public Standing: The Board is the Housing Authority's primary link to the community. Clearly articulating the Housing Authority's mission, accomplishments, and goals to the public, as well as garnering support from members of the community, are important elements for sustaining a healthy organization.

### SPECIFIC AND ONGOING DUTIES

- Attending all Board and committee meetings and other functions, such as special events and trainings.
- Being prepared to participate actively by reviewing agendas and supporting materials prior to Board and committee meetings.
- Being attentive during meetings, asking questions, and voting on issues requiring Board action.
- Being prepared to abstain from consideration of items that could be seen as having the appearance of a conflict of interest between one's personal or individual interests and the well-being of the Housing Authority.
- Striving to learn something new about the Housing Authority at each Board meeting.
- Selecting and evaluating the performance of the Executive Director.
- Assessing the performance of the Board as a whole and one's performance as a Commissioner on an ongoing basis.

### ABILITIES AND KNOWLEDGE REQUIRED

- Ability to read, understand, retain, apply, and ensure compliance with complex principles, including but not limited to federal statutes and regulations, Tribal ordinances, Housing Authority policies and procedures, and other generally accepted business practices.
- Ability to read and understand correspondence, financial statements, progress reports, and other documents.
- Ability to listen, analyze, and think clearly and creatively about issues involving complex concepts.
- A developed sense of values and personal integrity.
- Sensitivity to and tolerance of views and opinions different from ones own.
- Knowledge of parliamentary procedures and Robert's Rules of Order.

### MINIMUM STANDARDS

- Ability to pass a criminal background check and drug screening prior to assuming office.
- No past due debt owed to the Coquille Indian Tribe, the Coquille Indian Housing Authority, or other public or Indian housing program.

- For current or prior CIHA program participants and Kilkich residents, substantial compliance with all performance requirements for the most recent five-year period of [participation](#).
- [For current or prior Tribal program participants, substantial compliance with all performance requirements for the most recent five-year period of participation.](#)
- For current or prior employees of the Tribe or its entities, satisfactory performance throughout one's tenure of employment.

### WORKING CONDITIONS AND COMPENSATION

This is an on-call, exempt position typically requiring monthly meeting attendance, weekly check signing, and occasional attendance at other meetings and events. Meeting materials are provided online and meetings may be attended by telephone. A Board member is paid \$150 per month, less applicable payroll taxes and authorized or mandated deductions, for his or her service as a Commissioner. Travel expenses and electronic equipment for meeting participation are not provided. Full terms of service are three years in length.

### APPLICATIONS

Applications are available from, and will be accepted at, the Coquille Indian Housing Authority office located at 2678 Mexeye Loop, Coos Bay, OR 97420. [Applications will be received through 1:00 p.m., March 28, 2018.](#) Applications must be fully completed to be considered. However, applicants are encouraged to attach a cover letter, resume, certifications, and other supporting documentation. For more information, please contact Anne Cook, Executive Director, at (541) 888-6501.

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*The statements contained herein reflect general details as necessary to describe the functions of this position, the level of abilities and knowledge typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of performance requirements.*